



US Department of the Interior

Indian Affairs

Deputy Assistant Secretary – Indian Affairs (Management)
Office of Facilities, Property and Safety Management

Division of Safety and Risk Management (DSRM)



DSRM Mission

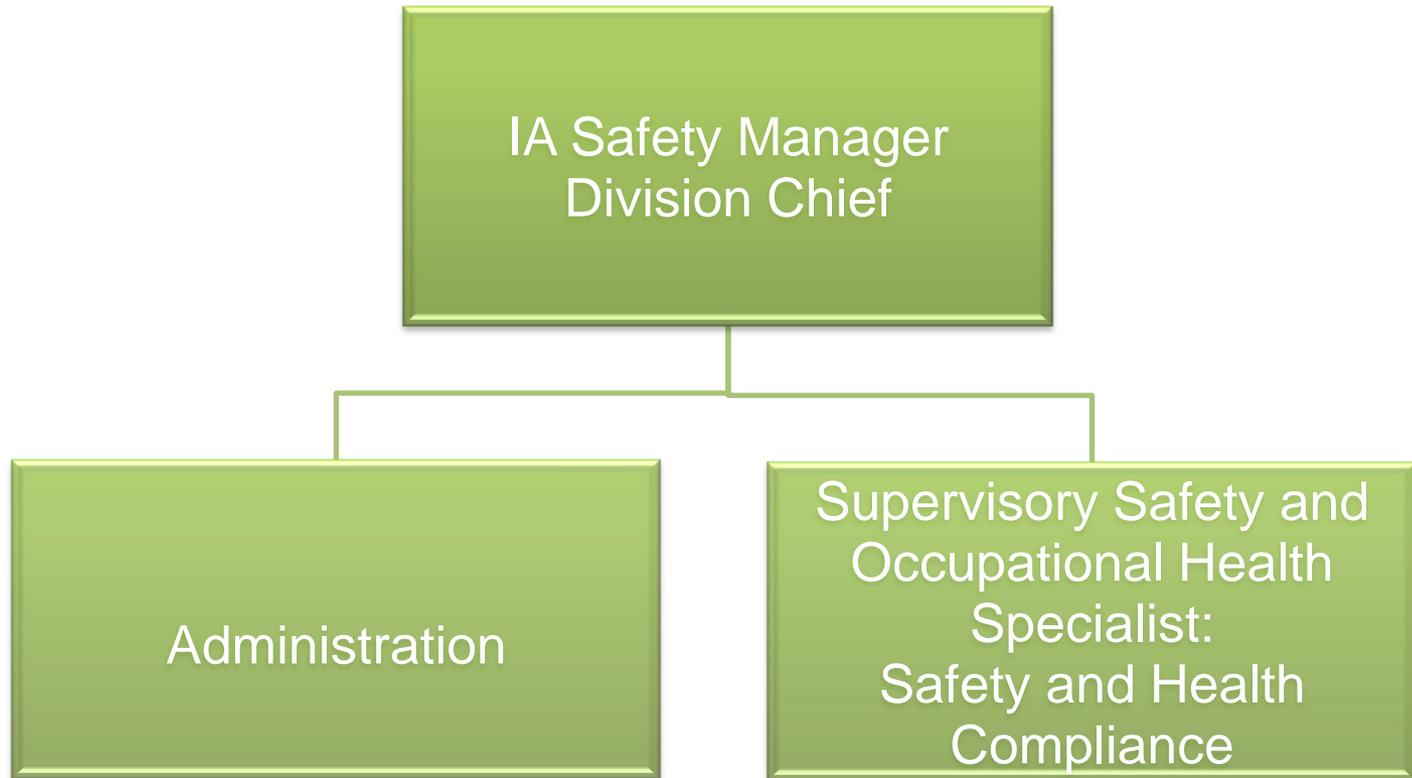
Indian Affairs is committed to establishing a safe and healthy environment for all employees, visitors, students and general public including Tribal members by building a culture which has safety and health as an integral part of every endeavor.

To accomplish this goal, every job or project must include safety and health planning and implementation of the best possible safety and health practices. We must foresee probable hazards and develop a course of action that will eliminate or reduce hazards to an acceptable level.

To provide optimum services through competent and pro-active employees with the expertise and support necessary for program success.



DSRM Organization





Major Activities

- Federal Occupational Safety and Health
- Building and Safety Code Compliance
- Accommodations for People with Disabilities
- Indian Affairs' Fire Marshal
- Indian Affairs' Authority Having Jurisdiction



Major Activities

- Employee Injury Compensation Program
- Loss Compensation Program
- Motor Vehicle Operator Safety
- DOI - Safety Management Information System (SMIS)
- IA - Facilities Management System (IAFMS) Safety Module



Day to Day

- Provide technical assistance to IA offices in developing their fire code compliance programs, and to all schools, dormitories and other facilities operated under contract or grant
- Enforcement of IA policy, including adopting safety and occupational health codes, policy, and mandated standards
- Provide technical assistance on tort claims and employees claims
- Administer the employee injury compensation program, and assisting injured employees and their supervisors



Day to Day

- Administer the motor vehicle operator program for Central Office (Albuquerque, NM; Boise, ID; Lakewood, Reston, VA and Washington, DC)
- Develop and implement policy, plans, program, directives, and rules to carry out the mission of the IA SOHP
- Monthly and quarterly monitoring of regional safety program submission of various reports
- Provide SOHP training throughout the AS-IA organization



Day to Day

- Disseminate periodic safety and health newsletters, safety and health bulletins and special safety and health alerts
- Prepare and submit the annual safety and occupational health report to the DOI's Office of Safety and Occupational Health
- Investigate all serious accidents resulting in fatalities and structural fires or property damage in excess of \$250,000
- Review architectural and engineering design documents for new construction, major rehabilitation or repair of existing facilities, and life safety systems for compliance with IA policy, adopted codes and mandatory standards



Day to Day

- Conduct final inspections for new construction, major renovation projects and installation of life safety systems
- Issue Certificate of Occupancy as applicable
- Conduct Regional Safety and Occupational Health Program Evaluations every three years
- Provide technical guidance and assistance to Headquarters, Bureau of Indian Affairs and Bureau of Indian Education Directors and their staff in the areas of Safety and Occupational Health; Motor Vehicle Safety; Loss Compensation; and Employee Injury Compensation



Division of Safety and Risk Management

Questions?

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Safety and Health Committees



Legal and Other Requirements

- The Occupational Safety and Health Act of 1970 requires the head of each Executive Department to:
 - Develop and support activities to reduce injuries and work related illness among employees and damage to property
 - Encourage safe work practices
 - Eliminate work hazards and risks
- 29 CFR 1960 Basic Program Elements for Federal Employees OSHA
- IA Policy:
 - Mandates responsibility of all levels of management to establish and support Safety Committees
- BIA Safety and Health Handbook – Topic 22 Safety Committees



Objectives of a Safety Committee

- Reduction of injuries and work related illnesses
- Promotion and coordination of safe work practices
- Elimination of work hazards and risks
- To stimulate the interest of all employees and to keep them informed on safety matters.



Objectives of a Safety Committee

- To make safety activities an integral part of operating policies and methods and a function of daily operations
- To provide an opportunity for free discussion of accident problems and preventive measures. A suggestion system may be used to obtain information from workers on unsafe conditions.
- To help management evaluate safety suggestions.



Importance of Safety Committees

- Local Safety Committees are vital to success of the overall safety program. They provide information for management and employees to use to prevent injuries and eliminate hazards.
- Safety Committees provide an opportunity for open discussion of safety issues and concerns.
- Combining employee and management knowledge and experience to address safety issues
- Channeling action on safety suggestions and ideas from employees
- Improving safety attitudes and behaviors



Importance of Safety Committees

- Promoting a clearer understanding of safety issues
- Maintaining good employee and public relations
- Improving employee morale
- Stimulating new ideas and suggestions through observation, discussion, and action



How to Organize a Safety Committee

Safety Committees are an vital part of the safety organization, forming a chain of communication between employees and the various levels of management and giving program advice to appropriate management authorities.



How to Organize a Safety Committee

When a committee is formed, certain policies and procedures should be set forth in writing and should cover at least:

- Scope of committee activity
- Extent of committee authority
- Procedures
- Record Keeping



How to Organize a Safety Committee

Scope of committee activity -

- Define the purpose of the committee
- Develop a mission statement
- Define the purpose of the committee
- Provide leadership



How to Organize a Safety Committee

Extent of committee authority -

- Safety Issues
- Accident Prevention
- What role will the committee have in respect to safety policy and procedures
- Recommendations to Management



How to Organize a Safety Committee

Procedures –

- How will the agenda be developed
- How often will the committee meet
- What positions will be established
- What are the roles of the positions



How to Organize a Safety Committee

Record Keeping -

- Who will keep meeting minutes
- How will minutes be approved
- Distribution of minutes



Hold a Meeting

- Elements of an effective meeting
 - Start and end on time
 - Have a clear purpose or objective
 - Follow an agenda
 - Be as brief as possible



Sample Agenda Topics

- Announcements and Introductions
- Project Status Reports/Action Items
- New Safety Committee Opportunities
- New Safety Committee Actions
- Training for Safety Committee Members
- Meeting Summary



Agenda

- Distribute 1-2 weeks before the meeting
- Ensures committee stays on task
- Record and keep all agendas in file



Announcements and Introductions

- Roll call (important to document)
- Introduce new members and guests
- Review agenda



Project Status /Action Items

- Review current safety projects and status of individual action items
- Update continuing projects
- Close out completed projects
- Adjourn



Questions???